ETID ELECTRONIC TURN IN DOCUMENT

DRMO PROCESSES MANAGING ETID April 2010

SIMPLIFYING THE TURN IN PROCES

OBJECTIVES

- BUSINESS RULES
- PROCESSING AN ETID
 - * REVIEWING
 - * ACCEPTING
 - * REJECTING
 - * REDIRECTING
 - * MESSAGES

* PROCESSING AN ETID FROM PMR TO DAISY

BUSINESS RULES

- USE FOR PHYSICAL TURN-IN OR RECEIPT IN PLACE
- ACCESS ETID DAILY
- REVIEW ALL PENDING OR PENDING REDIRECT ETIDs



- REVIEW: ACCEPT REJECT REDIRECT
- COORDINATE AS NECESSARY WITH REDIRECTING ETIDS
- USE ETID/EMAIL/PHONE TO CORDINATE TURN-IN WITH GENERATOR

BUSINESS RULES

- ACCEPTANCE OF AN ETID WRITES THE RECORD IN PMR
 - * PROPERTY THAT MEETS INTRANSIT CONTROL SYSTEM CRITERIA AUTOMATICALLY ENTERED INTO ICS
- ONCE APPROVED, AN ETID CANNOT BE EDITED * CHANGES CAN BE MADE DURING RECEIPT INTO DAISY
- ONCE APPROVED, AN ETID CANNOT BE REJECTED
 - * REJECT APPROVED ETIDS FORM 917 & CLR RECEIPT REFUSAL
 - * NECESSARY TO CLEAR INTRANSIT CONTROL SYSTEM
- UPON RECEIPT, SCAN BARCODE AND INPUT INTO DAISY
 - * FIELDS WILL PRE POPULATE DAISY
- FOR USABLE OR HAZARDOUS PROPERTY
 - * HAZARDOUS WASTE, HAZARDOUS MATERIAL, SPECIAL SERVICE REQUESTS

ETID – LOGGING IN



LOGGING IN



ETID - Login

Γ	User Id:	
	Password:	
	Login Change Password	

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely in COMSEC monitoring investigations.
- At any time, the US(
- Communications using disclosed or used for any USG authorized purpose.

TYPE IN YOUR USER ID AND PASSWORD

penetration testing, ounterintelligence (CI) Helr

nd search, and may be

- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content
 of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy,
 and their assistants. Such communications and work product are private and confidential.

ETID STATUS SCREEN

				N	lain Menu				
			Select F	TID Ty	pe: Usable (Non-Hazardous) 🔽				
MAIN MENU	DRMO Location: COLUMBUS OLD (SX1465)								
		You have 1764 new message(s). Get Messages							
					Log Out				
				Filt	er FTID List				
				By D	TID: Exactly as	_			
EILTEDS				, By Sta	tus: Pending	•			
FILIEKS					Beginning Date: 05/25/2009	1			
		By Date:							
					Ending Date. 06/24/2009				
			Ву	DoDA	AC:				
				Sort	By: Change Date - Newest				
					Refresh				
LISTING	Select for Action	DTID	NSN	Qty	Description	Last Change Date	Status		
		FB4835 - 9174 - 0011	5990- 00RADIO	2	SONY BOSE IPOD	06/23/2009 14:58 PM	PENDING		
		FB4835 - 9174 - 0010	8470- 010928500	3	BODY ARMOR, FRAGMENT	06/23/2009 14:36 PM	PENDING		
			·		·	·			
	•	Selected from Above							
	0	Select All on Page							
							(1 - 2 of 2)		
ACTIONS					Actions				
		Review Sel	lected ETID's		Prin	nt Selected ETID's			

ETID STATUS SCREEN



VIEWING ETIDs

Select for Action	DTID	NSN	Qty	Description	2 (ΟΙΤΡΟ	NS:	
	FB4835 - 9174 - 0011	5990- 00RADIO	2	SONY BOSE IPOD		VIEW	ONE	FTID
	FB4835 - 9174 - 0010	8470- 010928500	3	BODY ARMOR, FRAGMENT			ONL	
	<u>FB6061 - 9170 - 9798</u>	7110- 00TABLE	17	TABLE OFFICE	•	VIEW	SEVE	RAL
	<u>FB6061 - 9170 - 9797</u>	1040- 014630157	8	DISPERSER,RIOT CONT			TED	
	<u>FB6061 - 9163 - 1112</u>	7110- 00CHAIR	10	CHAIR, OFFICE		DELEC		
	FB6061 - 9163 - 1111	7021- 015446411	2	COMPUTER, DIGITAL	ET	IDS		
	FB6061 - 9162 - 0000	6680- 011151498	1234	METER, FLOW RATE IND	00111200.		I LINDING	
	FB6061 - 9162 - 0006	6680- 011151498	9	METER, FLOW RATE IND	06/11/2009) 14:40 PM	PENDING	
	FE2823 - 9162 - 9867	6680- 011151498	75	METER, FLOW RATE IND	06/11/2009	9 14:40 PM	PENDING	
	FB6061 - 9162 - 0011	6680- 011 <mark>1</mark> 51498	1	METER, FLOW RATE IND	06/11/2009	9 14:40 PM	PENDING	
	FB6061 - 9162 - 0003	6680- 011151498	4	METER, FLOW RATE IND	06/11/2009	9 14:40 PM	PENDING	
	FE2823 - 9162 - 8808	6680 <mark>- 0111</mark> 51498	1	METER, FLOW RATE IND	06/11/2009	9 14:38 PM	PENDING	
	FE2823 - 9162 - 8636	6680 TO VII		ONE ETID.	06/11/2009	9 11:00 AM	PENDING	
	FB6061 - 9162 - 0001	6680		UNE LIID.	06/11/2009	9 11:00 AM	PENDING	
	FE2823 - 9162 - 8803	6680 • DOL	JBL	E CLICK ON	06/11/2009	9 11:00 AM	PENDING	
							·	
C	Selected from Above	עווע			_			
0	Select All on Page							
							(1 - 15 of 15)	
				Actions				
	Review Se	elected ETID's			Print Selected ETIE)'s		
Link to Safe Alert Latent Defect (SALD) NIIN Search Link to F-14 Aircraft Parts NIIN Search Link to Faulty Aircraft Parts NIIN Search Link to NBC NIIN Search Link to Ontrolled Property Research (CPR) NIIN Search								

REVIEW ONE ETID – CONT.

Usable (Non-Hazardous) ETID - View

Point of Contact:								
Name:	JONES, MARK J	Fmail:	etidtest@	Dtest.mil				
DSN Phone:		Commercial Phone:	555-555-	5555				
Item Description:								
nem Description.	EB6061 0162 0000	Stock Number	6690.01	1151400				
DTID:	1024	Stock Number:	0000- 01 No	1151490				
	1234	Tatal Prices	100	E /				
Unit Price:	341.01	Total Price:	421,795.	94				
Unit Weight:		Total Weight:						
Unit Cube:		Total Cube:	METER					
Unit of Issue:	EA - Each	Item Nomenclature:	METER,		ND			
Supply Condition:	F - Unserviceable - repairable	Shelf Life:	0 - Non-o	leteriorative				
Demilitarization:	A - Not Required	Shelf Life Ext. Date:						
Precious Metals:	A - None	Security/Pilterage Classification:	U - Uncla	assified				
Reclamation:	Yes	ADPE ID:	7 - Supp	ies and Suppo	ort eq.			
Disposal Authority:	N - Not reportable	Processing DRMO:	COLUM		466)			
FIIG criticality code:	Х	Receipt Method:	At DRM	OPT	IONS	:		
1348 Comment Line 1:						-		
1348 Comment Line 2:				1.	REV	IEW	ONE	ETID
1348 Comment Line 3:				- C				
1348 Comment Line 4:				2	RFV	IFW		
ETID Status:	PENDING							
					SELE	ECTE	D ET	IDS
Selected Certifications:				_		-		
<u>CPU Hard Drive Cer</u>	tification							
				ТО	DEM			
					KEVI	EVV	AN E	IID:
		Review Print		CL	<u>CK 0</u>	N R	EVIE	W _

REVIEW MULTIPLE ETIDS

		OPTIONS: • REVIEW ONE ETID • REVIEW SELECTED ETIPS					
Select for Action	DTID	NSN	Qty	Description	Last Change Date	Status	
	<u>FB4835 - 9174 - 0011</u>	5990- 00RADIO	2	SONY BOSE IPOD	06/23/2009 14:58		
	FB4835 - 9174 - 0010	8470- 010928500	3	BODY ARMOR, FRAGMENT	06/23/2009 14:30	 SELECT ETIDS TO 	
	<u>FB6061 - 9170 - 9798</u>	7110- 00TABLE	17	TABLE OFFICE	06/19/2009 11:0	RE REVIEWED	
	<u>FB6061 - 9170 - 9797</u>	1040- 014630157	8	DISPERSER,RIOT CONT	06/19/2009 10:5		
© 0	Image: Selected from Above Image: Object All on Page						
	Review Se	lected ETID's		Actions	t Selected ETID's	REVIEW SELECTED ETIDS	

Link to Safe Alert Latent Defect (SALD) NIIN Search Link to F-14 Aircraft Parts NIIN Search Link to Faulty Aircraft Parts NIIN Search

REVIEW MULTIPLE ETIDS



ACCEPT ETID



CONFIRM ACCEPT ETID



REJECT ETID

Name:	JONES, MARK J	Email:	etidtest@test.mil	
DSN Phone:		Commercial Phone:	555-555-555-	
D				
em Description:	550004 0400 0000		PROBLEM	
DTID:	FB6061 - 9162 - 0000	Stock N	WITH INFORMATIC	
Quantity:	1234	Ha		
Unit Price:	341.81			
Unit Weight:		Tat	ΔΝΊΤ ΔΟΟΕΡΤ ΤΥΡ	FOF
Unit Cube:	EA - Each	Itom Nomonal		
Supply Condition:	E - Unserviceable - renairable	Shalf Life	PROPERTY ?	
Demilitarization	A - Not Required	Shelf Life Evt. Date:		
Precious Metals:	A - None	Security/Pilferage Classification:	U - Unclassified	
Reclamation:	Yes	ADPE ID:	7 - Supplies and Support eq.	
Disposal Authority:	N - Not reportable	Processing DRMO:	COLUMBUS OLD (SX1465)	
FIIG criticality code:	Х	Receipt Method:	At DRMO	
1348 Comment Line 1:				
1348 Comment Line 2:				
1348 Comment Line 3:				
1348 Comment Line 4:				
	PENDING			
ETID Status:	T ENDING			
ETID Status:				
ETID Status:				
ETID Status: elected Certifications: • <u>CPU Hard Drive Certificati</u>	<u>on</u>		REVIEW OP	TIONS:
ETID Status: elected Certifications: • <u>CPU Hard Drive Certificati</u>	<u>on</u>		REVIEW OP 1. ACCEP	TIONS:
ETID Status: Selected Certifications: • <u>CPU Hard Drive Certifications</u>	<u>on</u>		REVIEW OP 1. ACCEP 2. REIEC	TIONS:

REJECT ETID



REJECTING ETIDS

- CANNOT REJECT AN ETID AFTER IT HAS BEEN APPROVED
 - * MANUAL CHANGES CAN BE MADE DURING RECEIPT INTO DAISY
- IF AN ETID HAS ALREADY BEEN APPROVED, BUT MUST BE REJECTED:
 - * USE DRMS FORM 917, DISPOSAL DOCUMENT REJECT FORM AND PROCESS CLR TRANSACTION (RECEIPT REFUSAL) TO CLEAR THE INTRANSIT CONTROL

CAUTION: ETIDS APPROVED, BUT NEVER TURNED-IN MAY CAUSE INTRANSIT MISMATCHES

REDIRECT ETID



REDIRECT ETID



ETID MESSAGE SYSTEM

		NA				
		Main	Menu			
		Select ETID Type:	Usable (Non-Hazardous) 🔽 🔨			
		DRMO Location:	COLUMBUS OLD (SX1465)		_	
		You have 1764	new message(s). ssages	Each ETID type its own mess	e ha ages	
The	Message Center	Log	Out			
pro	vides a central locatio	n				
to v	view/process ETID's	Filter E	TID List			
bas	ed on actions taken b	By DTID:	Exactly as 🔽			
a D	RMO/Generator or are	By Status:	Pending 🗾			
in n take	eed of an action to be en	By Date:	Beginning Date: 05/25/2009 Ending Date: 06/24/2009			
		By DoDAAC:				
		Sort By:	Change Date - Newest 💌			
Generators will receive messages when an ETID or Waste Profile Sheet (WPS) has been approved, rejected, or when a ETID is redirected to another DRMO.						

ETID MESSAGE SYSTEM

V Totals ref	lieving Usa	Main M Back to Stat ble (Non-Hazardous) Messages essages for ETIDs available f Action Required: 1 Warning: 0 Info: 9 Filter Mes By Document Type: 7 By Identifier:	Ienu us Page s for DRMO COLUMBUS OLD (SX1465) for viewing without application of any filters 756 new message(s) new message(s) - 0 read message(s) new message(s) - 1 read message(s) ssages All Exactly as	a sum messa ETIDs gener Filter you to based	mary of ages re submi ators Messa o sort r on cri	of all lated to tted by ges allow nessages teria
	Select for Action	DTID	Subject	Status	Priority	Date Sent
		DTID: M5402681980001	New Usable ETID has been submitted for revi	iew New	Action Required	07/16/2008 10:07 AM
		DTID: M5402681990001	New Usable ETID has been submitted for revi	iew New	Action Required	07/17/2008 13:40 PM
		DTID: M5402682031000	New Usable ETID has been submitted for revi	iew New	Action Required	07/21/2008 09:35 AM
		DTID: N6945072550001	New Usable ETID has been submitted for revi	ew New	Action Required	09/12/2007 15:22 PM
Click on the DTID number to process the ETID (approve.						
Actions						
Messages will a	reject). Selected Informessages as Read This button will Delete all messages that have previously been read. Delete Delete					

ETID MESSAGE SYSTEM



MESSAGE PRIORTY DEFINITIONS

- Action Required messages require the user to complete an action on an ETID or WPS (i.e., ETID has been submitted for review). These messages will <u>automatically be deleted</u> when the required action is completed.
- Warning messages identify an event that has occurred that the user should know about, but no direct action is required. After the message is read, the user can delete the message.
- INFO messages identify a normal event in the processing of the document has occurred (i.e., Rejected ETID has been deleted). These can also be deleted by the user after reading.



PROCESSING AN ETID INTO





R/T/D:

https://www.drms.dla.mil/drms/intranet/reportstats/

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Receiving:

ETID:

ETID Stats

ETID Turn In Reports (Discoverer query)

ETID STATS

ETID Metrics report generated for 06/19/2009

Total Generator DoDAACs to use ETID:	6760	Number of DoDAACs to use ETID in FY 2009:	3170	
Total ETIDs Created:	2491790	Total ETIDs created in FY 2009	482841	
Total pending:	55130	Total created since (06/12/2009)	12475	
Total approved:	1733079	Total FY 2009 approved:	352315	
Total processed into DAISY:	361664	Total FY 2009 processed into DAISY:	60799	
Total shipped:	205704	Total FY 2009 shipped:	26005	
Total rejected by DRMOs:	44667	Total FY 2009 rejected:	8682	
Total redirected by DRMOs:	37995	Total FY 2009 redirected:	6714	
Total FY 2008:	546696	Total FY 2009 approved/processed/shipped:	439119	
Generator DoDAAC	Generator Name	DRMO Name	DRMO DoDAAC	Tota
121212	USDA AGRICULTURAL MARKETING SVC	LEJEUNE	SYL024	9
12310F	USDA AMS F AND V DIVISION	LEJEUNE	SYL024	1
1342F0	DEPT OF COMMERCE NOAA	TAMPA	SYT354	128
134547	DEPT OF COMMERCE NOAA NATL MARINE	RIPL CHERRY POINT	SY2024	27
149133	DEPT OF INTERIOR BUR RECLAMATION	STOCKTON	SZ3279	81
1491C4	DEPT OF INTERIOR MINERALS MGMT SVC	PORT HUENEME	SZ3189	16
154103	DEPT OF JUSTICE BUREAU OF PRISONS	BENNING	SY2124	1
194213	DEPT OF STATE	KIRTLAND	SZ3047	3
206404	DEPT OF TREASURY IRS	SCOTT	SZS535	13
369108	DEPT OF VETERANS AFFAIRS	STOCKTON	SZ3279	84
690500	690500 DOT FAA AJW WC	LEWIS	SZ3380	7
6905E5	6905E5 FEDERAL AVIATION ADMIN	LEWIS	SZ3380	4
6905E7	6905E7 DOT FAA ANM 052 M1	HILL	SZ3028	1
6905E7	6905E7 DOT FAA ANM 052 M1	COLORADO SPRINGS	SZ3038	3
6905E7	6905E7 DOT FAA ANM 052 M1	LEWIS	SZ3380	4
6905E7	6905E7 DOT FAA ANM 052 M1	GREAT FALLS	SZE028	4
690A12	690A12 DOT FAA AAL 052B	ANCHORAGE	SZ362D	31
692355	692355 DOT FAA ASO 052 LOGISTICS	MECHANICSBURG	SX1293	10

Receiving: ETID: <u>ETID Stats</u> ETID Turn In Reports (Discoverer query)	ETID TURN IN REPORTS	
ORACLE Discoverer Viewer Business Intelligence		<u>Exit</u> <u>Hel</u>
_{Connect} > Norksheet List		
Search		
Search All Workbooks 💟 🕞 Go		
(Refresh)		
Expand All Collapse All		
Ф		
Focus Name	Description	Owne
Discoverer Workbooks		_
	Provides a listing of all approved ETIDs by DRMO for a given time period.	PUB
🗘 🕨 ETID Due In Report	reviewed.	PUB
🔶 🆻 🖗 ETID Turn in Information - Current Status	Provides a current status listing of submitted ETIDs for a given DoDAAC/Timeframe.	PUB

Receivina: ETID TURN IN REPORTS ETID: ETID Stats ETID Turn In Reports (Discoverer query) ETID Turn-In Information - Current Status Page 1 of 4 📎 ≫ 🔊 (≪) (>) 25 rows per page Fsc **NSN** Unit Price Unit Of Issue Cd Total Cost Status Cd 🔻 Status Date Ship To Dtid Niin Quantity EY865060030003 5820 **OORADIO** 582000RADIO \$26,000.00 APPROVED 04-JAN-2006 26 \$1,000 EA SYE364 EY865060030004 5820 **DORADIO** 582000RADIO 28 \$1.544 EA \$43,231,16 APPROVED 04-JAN-2006 SYE364 2 3 EY865060040008 5820 IOORADIO 582000RADIO 47 \$710 EA \$33,370.00 APPROVED 06-JAN-2006 SYE364 EY865060110001 5820 00ICM59 6 \$181 EA \$1,083.96 APPROVED 17-JAN-2006 SYE364 582000ICM59 4 671000CAMERA 17-JAN-2006 SYE364 5 EY865060110002 6710 IOOCAMERA 2 \$8.651 EA \$17.302.00 APPROVED SYE364 EY865060110003 4940 00PAINTGN \$469.00 APPROVED 17-JAN-2006 6 494000PAINTGN 2.400.00 APPROVED EY865060110004 7025 DOMONITOR 702500MONIT 17-JAN-2006 SYE364 613000NLM 6.66 APPROVED SYE36 8 EY865060110005 6130 00NLN4569 17-JAN-2006 SAMPLE 9 EY865060110006 5895 00TM551 589500TM).00 APPROVED 17-JAN-2006 SYE364 10 EY865060110007 7025 00C2001A 702500C20L 34.00 APPROVED 17-JAN-2006 SYE364 11 EY865060110008 7010 00PP17500 701000PPI750b 2.000.00 APPROVED 17-JAN-2006 SYE364 12 EY865060110009 6720 00CAMERA 672000CAMERA \$600.00 PROCESSED INTO DAISY 25-JAN-2006 SYE364 13 EY865060110010 5815 00UF270M 581500UF270M 3 \$1,125 EA \$3.375.00 APPROVED 17-JAN-2006 SYE364 5 14 EY865060110011 5836 00VCR 583600VCR \$400 EA \$2.000.00 APPROVED 24-JAN-2006 SYE364 \$1,000.00 APPROVED 15 EY865060110012 5820 OORADIO 582000RADIO \$1,000 EA 28-JAN-2006 SYE364 1 \$107 EA 16 EY865060130001 7110 006020229 7110006020229 8 \$856.00 APPROVED 17-JAN-2006 SYE364 17 EY865060130002 7110 001058616 7110001058616 8 \$170 EA \$1.364.00 APPROVED 17-JAN-2006 SYE364 18 EY865060130003 7110 002738785 7110002738785 5 \$78 EA \$388.45 APPROVED 17-JAN-2006 SYE364 8 \$140 EA 19 EY865060130004 7110 002814469 7110002814469 \$1,123.12 APPROVED 17-JAN-2006 SYE364

ETID and Intransit Control System (ICS)

- The ICS is a DoD tracking system for property designated for disposal by DRMS.
- ETID was designed to improve compliance with the ICS requirements.
 - * Property that meets ICS criteria is automatically entered for the generator
- Approved ETIDs that are never turned in can cause ICS mismatches
- Batching property subject to ICS tracking will cause mismatches

Follow Up On Approved ETIDs That Are Never Received Process Receipt Refusal For Property Subject To ICS Tracking That Will Not Be Turned In

POINT OF CONTACTS

For Program information/comments, please contact:

ETID Access, Log-On Issues, Usable Property, or Hazardous Property

By e-mail:

DRMS ETID

For any ETID Issues phone:

(commercial) 269-961-5912 or (DSN) 661-5912

For any ETID Issues excluding Hazardous phone:

(commercial) 269-961-7069 or (DSN) 661-7069

For questions regarding specific turn ins through ETID, please use this link to obtain contact information for your turn in DRMO:

Link to DRMS (DRMO) Locations Look-up

For Password Resets, please contact (24 hours/7 days a week):						
By commercial phone:	269-961-4999					
By DSN:	661-4999					
By e-mail:	Password Resets					

For Application/Technical Support, please contact:				
By e-mail:	DRMS Help desk			
By phone:	(commercial) 269-961-4999 or (DSN) 661-4999			